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IN REPLY REFER TO:

LETTER ORDER NO.

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MEMORANDUM FOR: Deputy Chief of Staff for Logistic

SUBJECT : Records Storage Facility. Feasibility Study

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1. This Agency has a requirement for a feasibility study of the use of power driven movable shelving in the records storage facility

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2. The study is ~~the~~ to be in accordance with the attached scope of work. The study should be coordinated with who is familiar with the detailed requirements of the project.

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3. It is requested that the study be completed by ~~25 August~~ 31 October 1969. Please advise this office of your proposed schedule for this project when it is available.

4. Funds in the amount of \$7,500 have been reserved initially to reimburse your Department for the cost of this study. Please advise this office of your estimated cost of the study so that any required adjustment in funding can be made. Reimbursement will be made upon receipt of an SF 1080 citing

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FOR THE DIRECTOR OF LOGISTICS

Chief

Real Estate and Construction Division

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Attachment

Distribution

Orig & 1 - Addressee

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1 -

Dir/Finance

1-02/64 J
1-Vital Records
1-PK Chern

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SCOPE OF WORK

A. General

This project entails an engineering study of the feasibility and practicality of using power driven movable shelving in the records storage facility [REDACTED]

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[REDACTED] The intention is to increase the volume of usable storage space without increasing the size of the building.

B. Requirements

1. The feasibility study should result in a written report with any drawings which may be used as a management tool in determining ~~the whether the installation of~~ ^{the advisability of installation} power driven movable shelving ~~to~~ ^{as the} ~~is the best method of increasing~~ ^{as the} usable storage at this facility, given the limitation that building enlargement is not to be considered.

2. ~~If the answer to 1 above is affirmative,~~ the study and report shall cover all aspects of the feasibility and practicality of using this shelving, and shall include ~~a construction cost~~ ^{the related} estimate. The items to be considered shall include, but not be limited to, the following:

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[REDACTED]

a. A structural analysis of the building's ability to accommodate the additional weight of the added records in storage as well as the shelving.

b
necessary and
~~a.~~ An electrical power survey to determine the ~~adequacy~~ *illumination* of available power to supply the drive motors for the equipment.

for both normal and emergency needs,
~~c.~~ An analysis of the effect, if any, on the HVAC system in the building.

~~d.~~ An analysis of the safety aspects of the shelving.

~~e.~~ An evaluation of the control system for the shelving.

Is the simultaneous starting of several units by different personnel of sufficient improbability to preclude the design of a special control system to prevent this?

analysis
~~2.~~ An estimate of the maintainability of the equipment.

it is found that a mobile shelving is not advised
3. If the answer to 1 above is negative, the reasons for

this should be given as well as suggested alternatives, their relative merit and their respective costs.

4 4. The study shall include a statement of the "state of the art" with respect to efficient records storage.

4 4. Detailed requirements and information may be obtained

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from [redacted] Arrangements for preliminary meetings should be made [redacted]

5 5. Upon completion of the study, 12 copies with all supporting data shall be submitted [redacted]

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